



COMMONWEALTH of VIRGINIA

DEPARTMENT OF
MENTAL HEALTH, MENTAL RETARDATION AND SUBSTANCE ABUSE SERVICES

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JAMES S. REINHARD, M.D.
COMMISSIONER

MEMORANDUM

TO: Community Services Board, Behavioral Health Authority, and Local Government
Department Executive Directors
Community Policy and Planning Team Chairpersons

FROM: James S. Reinhard, M.D. *JR*

DATE: December 13, 2002

SUBJECT: **Revised Reporting Instructions and Forms for Children & Adolescents
Not Admitted to Licensed Inpatient Acute Care or Residential Treatment
Facilities (Form #s 943E 1207A R12/09/02 and 943E 1207B R12/09/02)**

On July 9, 2002, the Department of Mental Health, Mental Retardation, and Substance Abuse Services (DMHMRSAS) sent a memo with instructions and a reporting form pursuant to Chapter 585 (HB887) and Chapter 619 (SB426), which were passed by the 2002 General Assembly and which took effect July 1, 2002. These amendments require that all Community Policy and Management Teams (CPMTs) and each operating community services board (CSB), administrative policy board, local government department with a policy-advisory board, or behavioral health authority report to DMHMRSAS instances of a child or adolescent for whom admission to an acute care psychiatric hospital or residential treatment facility was sought but was unable to be obtained by the reporting entities, as well as the reasons these admissions were denied.

The Department recently met with an interagency workgroup to simplify and improve the data collection process. The workgroup decided to change the reporting requirement for acute care such that a report is now required 8 hours after the initial admission request is made (this was formally 24 hours). The two-page data form was also separated into two different forms, one for acute care and one for residential treatment. Other minor changes were made in the data collection process and forms. The new instructions and forms are included in this packet.

Please distribute the attached instructions and forms to the appropriate local agencies and staff as soon as possible, as they become effective for data collected on or after January 1, 2003.

Implementation Instructions and Form
(Children Not Admitted to Acute Care and Residential Treatment)
December 13, 2002
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For questions or assistance, please contact Camille Harris at 804-225-2261 or charris@dmhmrsas.state.va.us. If Ms. Harris is unavailable, please contact Pamela Fitzgerald Cooper at 804-371-2177 or pcooper@dmhmrsas.state.va.us.

Thank you for your assistance with this data collection.

JSR/ch

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